

INDIAN AFFAIRS RECORDS SCHEDULE

2500 Series

FINANCE

SUPERSEDES ALL PREVIOUSLY RELEASED RECORDS SCHEDULES

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2500-P5 Program Correspondence and Policy/Directives Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

a. Program Correspondence Files – Official Files

Program correspondence files that are created; received and where action is taken; or have the primary responsibility for documentation of the activities which relate directly to the Finance program function. Records consist of incoming and outgoing originals or copies of correspondence, reports, forms, and other records that pertain to the program activities of the office in which these records are created and maintained. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, and supporting documentation.

Filing Arrangement: Arrange alphabetically by subject.

Official File: Office(s) with primary responsibility.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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b. Program Policy/Directives Master Set with Case History Files – Official Files.

Files created and related to the internal program policy, guidance and regulations of daily operations for the Finance program. Records consist of the preparation, review, documentation of decision related to policy development, regulation case history, public comment, proposed and final regulation, clearance, publication and final distribution of a directive in a manual, bulletin or handbook format outlining internal policy, procedure, organization, instruction and delegation of authority. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by subject then chronologically.

Official File: Office(s) with primary responsibility.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when superseded or rescinded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

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Finance

- 2501-P5 [U.S. Treasury Federal Finance System \(FFS\) Report Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include reports from FFS which are used as a source for most Bureau of Indian Affairs (BIA) financial reports and may be used to construct a General Accounting Office (GAO) audit trail. The reports provide the status of: general ledger, accounting transactions, debit credit account balances, monthly, quarterly, and annual financial information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by the Division of Accounting Management (DAM).
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Finance

2501a-T1 Accounting Master File (Monthly tapes)

NARA JOB # To Be Determined for Scheduling
N-075-05-1
Approved
3/31/2005

2501b-T4 Accounting Master File (Year end final tapes)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

2501c-T0 Accounting Master File (Printout copies)

NARA JOB # Refer to 2501-P5 U.S. Treasury Federal Finance System (FFS) Report Files
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2502a-T0 Financial Structure, Description, and Coding Tables (Printout copies)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

2502b-T0 Financial Structure, Description, and Coding Tables (Magnetic tape data)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

RESERVED

To Be Scheduled with Related Electronic System

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

- 2503-P5 [Certifying Officer Designee Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include information relating to the designation and revocation of accountable officers. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence. Signature cards are nullified by withdrawal as requested.
- Filing Arrangement:** Arrange alphabetically by name.
- Official File:** Record copy maintained by the Division of Accounting Management (DAM).
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end when superseded. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2504-P5

Certificates of Settlement Files

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include information reflecting the settlement of accounts maintained by accountable officers which includes balance or statements of differences and related papers, certificates covering closed settlements, supplemental settlements, and final balance settlements and are not limited to related support documentation such as reports. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by account or case number.

Official File: Record copy is maintained by originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when settlement is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2505-T6.3 Documents Master File

NARA JOB # No longer used
N1-075-05-1
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3/31/2005

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2506a-T1 Daily Input Audit Trail Files (Printout/paper copy used as record copy)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

2506b-T0 Daily Input Audit Trail Files (Magnetic tape data)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

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To Be Scheduled with Related Electronic System

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2507a-T1 Daily Input Register Files (Printout/paper copy used as record copy)

NARA JOB # Refer to 2107-P5 Daily Transaction Register Files
N1-075-05-1
Approved
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2507b-T0 Daily Input Register Files (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
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INDIAN AFFAIRS RECORDS SCHEDULE

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Finance

2508-T0

Coding Sheet Files

NARA JOB #

No longer used

N1-075-05-1

Approved

3/31/2005

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2509-T3

[Employee Travel Voucher Files](#)

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/1a [Commercial Freight and Passenger Transportation Files](#)

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2510-T3

Passenger Transportation (Carrier) Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2511-T3

Freight Carrier Records

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/1a Commercial Freight and Passenger Transportation Files

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2512-T4

Subsidiary Ledger Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 7/4 Expenditure Accounting Posting and Control Files

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INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2513a-T2 Status of Obligations Files (Printout/paper copy used for record copy)

NARA JOB # Refer to GRS 7/3 Appropriations Allotment Files
N1-075-05-1
Approved
3/31/2005

2513b-T0 Status of Obligations Files (Magnetic tape)

NARA JOB # Refer to GRS 7/3 Appropriations Allotment Files
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2514a-T0 Transaction History Files (Printout/paper copy used as record copy)

NARA JOB #
N1-075-05-1
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3/31/2005

2514b-T6.3 Transaction History Files (Magnetic tape data)

NARA JOB #
N1-075-05-1
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3/31/2005

RESERVED

To Be Scheduled with Related Electronic System

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2515a-T3F Monthly Journal of Transaction Files (Printout used as record copy maintained by Central Office Division of Accounting Management)

NARA JOB # Refer to 2108-P5 Monthly Transaction Register Files
N1-075-05-1
Approved
3/31/2005

2515b-T0 Monthly Journal of Transaction Files (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

2515c-T0 Monthly Journal of Transaction Files (Other copies)

NARA JOB # Refer to 2108-P5 Monthly Transaction Register Files
N1-075-05-1
Approved
3/31/2005

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INDIAN AFFAIRS RECORDS SCHEDULE

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Finance

2516-P5

Statement of Transaction (SF-224) Files

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include monthly Statement of Transaction reports which show collections, disbursements, and transfers of funds between appropriations or receipt accounts and documents monthly cash movements. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Finance

2517-T3F Nonexpenditure Transfer Authorization (SF-1151) Files

NARA JOB # Refer to GRS 6/1b Accountable Officers Files
N1-075-05-1

Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

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Finance

2518a-T3F Accounts Payable and Undelivered Orders Files (Printout/paper copies used as record copy; maintained by Central Office Division of Accounting Management)

NARA JOB # Refer to 2109-P5 Accounts Payable and Undelivered Orders Files
N1-075-05-1
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3/31/2005

2518b-T0 Accounts Payable and Undelivered Orders Files (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

2518c-T0 Accounts Payable and Undelivered Orders Files (Other copies)

NARA JOB # Refer to 2109-P5 Accounts Payable and Undelivered Orders Files
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Finance

2519-P5

Public Voucher Files

**NARA JOB #
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Approved
3/31/2005**

Contents: Records include Standard Form 1034, Public Voucher for Services other than Personal, used to document disbursements of cash in lieu of invoice. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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2520-P5 [Journal Voucher Files](#)

NARA JOB #
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3/31/2005

Contents: Records include Optional Form 1017-G, Journal Voucher, which documents BIA financial transactions when debiting/crediting accounts. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

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Finance

- 2521-P5 [Voucher and Schedule of Payment Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include Standard Form 1166, Voucher and Schedule of Payments, which are used to prepare U.S. Treasury checks and show department, bureau, location, agency station, number appropriation summary, voucher number, payee, address, invoice number, amount and disbursing office check number. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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2522-P5

Cash Documents by Appropriation Files

**NARA JOB #
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3/31/2005**

Contents: Records include monthly reports which show date, journal voucher or transfer of funds schedule number, and amount of each payment made under each appropriation. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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2522a-T3F [Cash Documents by Appropriation Files \(Printout used as record copy; maintained by Central Office Division of Accounting Management\)](#)

NARA JOB # Refer to 2522-P5 [Cash Documents by Appropriation Files](#)
N1-075-05-1
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3/31/2005

2522b-T0 [Cash Documents by Appropriation Files \(Magnetic tape data\)](#)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

2522c-T0 [Cash Documents by Appropriation Files \(Other copies\)](#)

NARA JOB # Refer to 2522-P5 [Cash Documents by Appropriation Files](#)
N1-075-05-1
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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

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Finance

2523-P5 [Disbursement Report Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include reports or summaries of checks written with Julian date, Area, Agency code, check number, schedule number, number of checks, account numbers, debits and credits. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report or summary is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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- 2524-P5 [Schedule of Cancelled Checks \(SF-1098\) Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include Standard Form 1098, Schedule of Canceled Checks, which lists checks for cancellation by the San Francisco Disbursing Office only. The list identifies department, bureau, location, disbursing office symbol, number, and location. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- Disposition Instructions:** **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

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Finance

2525-T3F [Apportionment and Reapportionment Schedule Files](#)

NARA JOB # Refer to GRS 5/4 [Budget Apportionment Files](#)
N1-075-05-1
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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

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Finance

2526-T3F

[Appropriation Warrant Files](#)

NARA JOB #

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3/31/2005

Refer to GRS 6/4 [General Fund Files](#)

RESERVED

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2527-T3F

Fund Distribution Document Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 5/3b Budget Reports Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2528a-T3F [Area Allotment Status Report Files \(Central office copy\)](#)

NARA JOB # Refer to GRS 7/3 [Appropriation Allotment Files](#)
N1-075-05-1
Approved
3/31/2005

2528b-T2 [Area Allotment Status Report Files \(Area office copies\)](#)

NARA JOB # Refer to GRS 7/3 [Appropriation Allotment Files](#)
N1-075-05-1
Approved
3/31/2005

2528c-T0 [Area Allotment Status Report Files \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 7/3 [Appropriation Allotment Files](#)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2529a-T3F [Agency Allotment Status Report Files \(Area copy\)](#)

NARA JOB # Refer to GRS 7/3 [Appropriation Allotment Files](#)
N1-075-05-1
Approved
3/31/2005

2529b-T2 [Agency Allotment Status Report Files \(Other copies\)](#)

NARA JOB # Refer to GRS 7/3 [Appropriation Allotment Files](#)
N1-075-05-1
Approved
3/31/2005

2529c-T0 [Agency Allotment Status Report Files \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 7/3 [Appropriation Allotment Files](#)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

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Finance

2530a-T3F Operating Budget Files Report(Record copy maintained by Central Office Division of Accounting Management)

NARA JOB # Refer to GRS 5/3b Budget Reports Files
N1-075-05-1
Approved
3/31/2005

2530b-T2 Operating Budget Files Report (Other office copies)

NARA JOB # Refer to GRS 5/3b Budget Reports Files
N1-075-05-1
Approved
3/31/2005

2530c-T0 Operating Budget Files Report (Magnetic tape data)

NARA JOB # Refer to GRS 5/3b Budget Reports Files
N1-075-05-1
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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2531a-T3F Budget Status Report Files (Record copy maintained by Central Office Division of Accounting Management)

NARA JOB # Refer to GRS 5/3b Budget Reports Files
N1-075-05-1
Approved
3/31/2005

2531b-T2 Budget Status Report Files (Other office copies)

NARA JOB # Refer to GRS 5/3b Budget Reports Files
N1-075-05-1
Approved
3/31/2005

2531c-T0 Budget Status Report Files (Magnetic tape data)

NARA JOB # Refer to GRS 5/3b Budget Reports Files
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2532-T3F

Budget Administration Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 5/2 Budget Background Records

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

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2533a-P3F [Budget Estimates \(Central Office copy\)](#)

NARA JOB # Refer to GRS 5/2 [Budget Background Records](#)
N1-075-05-1
Approved
3/31/2005

2533b-T0 [Budget Estimates \(Area and Agency copies\)](#)

NARA JOB # Refer to GRS 5/2 [Budget Background Records](#)
N1-075-05-1
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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2534-T1

Budget Working Files

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 5/2 Budget Background Records

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

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2535a-T2 [Program Planning and Evaluation Master Files \(Printout/paper copies used as record copy\)](#)

NARA JOB # Refer to GRS 5/2 [Budget Background Records](#)
N1-075-05-1
Approved
3/31/2005

2535b-T0 [Program Planning and Evaluation Master Files \(Magnetic tape data\)](#)

NARA JOB # Refer to GRS 5/2 [Budget Background Records](#)
N1-075-05-1
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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

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2536a-T3F Imprest Fund (Record copy maintained by Central Office Division of Accounting Management)

NARA JOB # No longer used
N1-075-05-1
Approved
3/31/2005

2536b-T2 Imprest Fund (Cashier's copy)

NARA JOB # No longer used
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

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2537a-T3F Construction Progress Status Report Files (Printout/paper copies used as record copies)

NARA JOB # Refer to GRS 3/3a Routine Procurement Files (Use applicable item)
N1-075-05-1
Approved
3/31/2005

2537b-T0 Construction Progress Status Report Files (Magnetic tape data)

NARA JOB # Refer to GRS 3/3 Routine Procurement Files (Use applicable item)
N1-075-05-1
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3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2538-P5 Certificate of Deposit Files

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include Standard Form 219, Certificate of Deposit, which is maintained in deposit number sequence. These records show date, deposit number, accounting station, symbol, bank name and location, sum, and department or agency name and address. The forms are annotated with batch number, date and are used to show deposits of funds in banks. Also includes printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange numerically by deposit number.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when deposit is reconciled. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

2538a-T3F Certificate of Deposit Files (Printout/paper copies used as record copies)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Refer to 2538-P5 Certificate of Deposit Files

RESERVED

2538b-T0 Certificate of Deposit Files (Magnetic tape data)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

To Be Determined for Scheduling

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2539-P5 Paid Voucher Files

NARA JOB # **Contents:** Records include purchase orders, invoice, freight bills, and Standard Form 1166, Voucher and Schedule of Payments, which may
N1-075-05-1 show voucher number, vendor number, vendor information and amount. Also includes printouts of electronic mail, documents created through
Approved word processing and spreadsheet software applications, supporting documentation, and related correspondence.
3/31/2005

Filing Arrangement: Arrange numerically by purchase order number.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when payment is made. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

2539a-T3F Paid Voucher Files (Record copy maintained by Central Office Division of Accounting Management)

NARA JOB # Refer to 2539-P5 Paid Voucher Files
N1-075-05-1
Approved
3/31/2005

RESERVED

2539b-T0 Paid Voucher Files (Magnetic tape data)

NARA JOB # To Be Determined for Scheduling
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2540-P5 [Advice of Collections Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include authorizations to move/deposit funds into various appropriations, which may show the deposit number, date, symbol, appropriation number, description and amount. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when deposit is moved to the new appropriation. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

- 2541-P5 [Statement of Receipts Report Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include Standard Form 108, which is an annual report for miscellaneous receipts to the Division of Administration in Washington, DC. This report shows receipt symbol, receipt account title; actual funds received and has columns for two fiscal year estimates which are not made at the Administrative Service Center, comments and worksheet information. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by the Division of Accounting Management (DAM).
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2542-P5 [Unappropriated Receipts Trial Balance Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include U.S. Treasury reports showing deposits of tribal funds. These reports are used to balance the General Ledger. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Official record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when general ledger is balanced. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2543-T3F

Special Disbursing Agent Files

NARA JOB #

No longer used

N1-075-05-1

Approved

3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2544-P5 [Trial Balance Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include monthly reconciliation of funds in the U.S. Treasury Federal Finance System (FFS) showing trial balance of the general ledger accounts. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically by month.

Official File: Record copy maintained by originating office by the Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when reconciliation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2545-P5

Reconciliation Statement Files

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include information for preparing monthly trial balance with BIA and Treasury opening balances, deposits credited, total, less checks paid, closing balance deposits claimed but not credited, outstanding checks and totals. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained at originating office.

Disposition Instructions: PERMANENT. Cut off at fiscal year end when reconciliation is completed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2546a-T3F [Payroll Detail Cost Report Files \(Originals of yearly and biweekly printouts maintained for record copy purposes maintained by Central Office Division of Accounting Management\)](#)

NARA JOB # Refer to GRS 2/22 [Payroll System Reports](#)
N1-075-05-1
Approved
3/31/2005

2546b-T0 [Payroll Detail Cost Report Files \(Magnetic tapes maintained by NTBC\)](#)

NARA JOB # Refer to GRS 2/22 [Payroll System Reports](#)
N1-075-05-1
Approved
3/31/2005

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2547-T3

Government Charge Cards

NARA JOB #

N1-075-05-1

Approved

3/31/2005

Refer to GRS 9/4b General Travel and Transportation Files

RESERVED

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2548-P5 [Debt Collection Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include material related to the identification of debts owed the government by employees and the collection of payments. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange alphabetically by name.

Official File: Record copy maintained at originating office.

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when final payment for debt is made or cleared. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

SOME RECORDS MAY BE SUBJECT TO THE PRIVACY ACT (OS-86).

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2549-P5 [U.S. Treasury Federal Finance System \(FFS\) & Infopak Report Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include financial program reports as requested by the Regional Officer. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Official record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2550-P5

[Year-end Closing Report Files](#)

**NARA JOB #
N1-075-05-1
Approved
3/31/2005**

Contents: Records include year-end annual summarization of U.S. Treasury Federal Finance System (FFS) transactions in the BIA 2108 Report which closes out the fiscal year. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: PERMANENT. Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

- 2551-P5 [Undisbursed/Receipt Account Report Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include U.S. Treasury Report TFS-6655, print receipt account ledger, print receipt trial balance and print report of unavailable receipt transactions. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end when report is printed. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

- 2552-P5 [Intergovernmental Payment and Collection \(IPAC\) Files](#)
- NARA JOB #**
N1-075-05-1
Approved
3/31/2005
- Contents:** Records include payment of billing statements for IPAC transactions for General Service Administration (GSA) Federal Supply Service Interface Bill Upload Report, GSA Motor Pool Billings - Federal Finance System (FFS) Upload Summary. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.
- Filing Arrangement:** Arrange chronologically.
- Official File:** Record copy maintained by Division of Accounting Management (DAM).
- Disposition Instructions: PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.

INDIAN AFFAIRS RECORDS SCHEDULE

SERIES: 2500

Finance

2553-P5 [Impact Credit Card Payment Files](#)

NARA JOB #
N1-075-05-1
Approved
3/31/2005

Contents: Records include billing invoices, original monthly statement of purchases, and Standard Form 1129, Reimbursement Voucher for Local Purchases, which show credit card transactions as disbursements of cash in lieu of a purchase order or impress cash. Also included are printouts of electronic mail, documents created through word processing and spreadsheet software applications, supporting documentation, and related correspondence.

Filing Arrangement: Arrange chronologically.

Official File: Record copy maintained by Division of Accounting Management (DAM).

Disposition Instructions: **PERMANENT.** Cut off at fiscal year end. Maintain in office of record for a maximum of 5 years after cut off; and then retire to records center. Subsequent legal transfer of the records to the National Archives of the United States will be as jointly agreed to between the United States Department of Interior and the National Archives and Records Administration.